

## **Proposed Job Description**

**Title: Coordinated Family Community Engagement Early Learning Specialist Team Leader (formerly Early Childhood School Social Worker) – GRANT FUNDED CFCE/PCHP now solely funded through CFCE with changes to job description to reflect the work which focuses on early literacy and family engagement.**

Coordinate community-based playgroups and **Early Learning Specialists (Parent Child Plus home visitor/ Play Group Facilitator)** in collaboration with Early Childhood Coordinator to provide children 15 months to 5 years of age weekly play groups *throughout the city and Parent Child Plus/Home visiting to sixty-one families. Tasks include providing oversight to staff members* on a regular basis inclusive of weekly professional development/training of staff in order to support playgroup and home visiting facilitation. Coordinate community-wide special programs four times per year and run six 3 hour playgroups during each week during the summer. Provide parenting education twice a year to families in the community in collaboration with community partners. Must be willing to occasionally work nights and weekends.

Supervise five to seven **Early Learning Specialists (Parent Child Plus home visitor/ Play Group Facilitator)** – document weekly staff meeting, input Daisy Data. Document playgroup attendance and track referrals. In collaboration with the Early Childhood Coordinator order supplies to support Parent Child Plus and Playgroup implementation. Maintain required data sets for quarterly reporting to the Department of Early Care and Education. Use data (DASY, ASQ, GoogleSheets) to inform program planning and identify needs. Lead parenting groups to strengthen parent to parent relationships and build parent leadership. Manage intake for new families for Parent Child Plus and track case management of families. Serve as a member of Lowell's Early Childhood Council and lead the Parenting Taskforce.

### **Duties and Responsibilities:**

- Hold weekly team meetings for CFCE staff members.
- Provide oversight to staff employed on CFCE grant in collaboration with Early Childhood Coordinator.
- Strong background in child development and curriculum planning.
- Conduct intake for Parent Child Plus and assign families to appropriate staff.
- Host weekly playgroup and mentor/supervisor others in order to ensure continuous improvement of playgroup programming.
- Engage families through focus groups, leadership, and parent to parent relationship building.
- Strong writing and computer skills in order to manage data base, website, and Facebook page, create flyers, and communicate with community partners and staff.
- Lead Parenting Taskforce.
- Other responsibilities as assigned by Early Childhood Coordinator.

**Position Type: 1 Full-time**

**Position Available: July 1, 2020**

### **Equal Opportunity Employer:**

Lowell Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

### **Job Requirements:**

- Bachelor's degree minimum, Master's degree preferred from accredited college or university within early childhood or related field social work, family support, elementary education
- Three to five years of experience with children

- Experience using developmental screening tools and supporting staff in reflecting on data to inform instruction
- Ability to plan, implement, and document weekly staff meetings
- Ability to mentor educators and parents in their role as teachers
- Complete Parent Child Plus Coordinator Training
- Complete Positive Solutions Parent Train the Trainers
- Ability to work across agencies to support children and families
- Bilingual candidates are strongly encouraged to apply

**Reports to:** Early Childhood Coordinator and Assistant Early Childhood Coordinator

**Effective Date of Employment:** As soon as the posting closes

**Terms of Employment:** Full-time 190 day/7.5 hours per day/Evening and Summer Stipends

**Salary:** Bachelor's degree and three to five years' experience with young children annually \$60,000.00

Master's degree and three to five years' experience with young children hour/Annually \$70,000.00